

Bay County CPL Application Procedures Renewal Applicants

1. Go to the Sheriff's Department or County Clerk's Office to obtain your CPL application kit.
2. Obtain one 2"x2" passport quality photos of yourself. (No hats or sunglasses.)
3. Complete the application, providing the name, complete address and phone number of two (2) references. **DO NOT SIGN THE APPLICATION UNTIL PRESENT BEFORE THE CLERK'S OFFICE.**
4. Go to the County Clerk's Office with the \$105.00 application fee (cash, check or money order only), a valid driver's license or Michigan ID, your completed CPL application, passport quality photos and your expiring CPL permit.
5. You will not need to obtain a training certificate from a firearms' instructor to renew, but you will have to certify that in the last 6 months preceding the application you completed the requirements for renewing your CPL (section II on the application).
6. You will sign the application at the Clerk's Office and swear/affirm the information you provided on the application is true.
7. Upon successful completion of your background checks, the County Clerk's Office will schedule your request before the Gun Board. After Gun Board approval, your permit will be mailed to you. If your appearance before the Gun Board is required, a postcard will be mailed informing you to appear on the 4th floor of the Bay County Building, 515 Center Avenue, Bay City, at the date and time specified below.

2014 Meeting Dates **Meetings begin at 10:00 a.m.** **4th Floor Bay County Building**

January 9, 2014
April 3, 2014
July 3, 2014
October 2, 2014

February 6, 2014
May 1, 2014
August 7, 2014
November 6, 2014

March 6, 2014
June 5, 2014
September 4, 2014
December 4, 2014